SAAR EOY Training

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Purpose

The Superintendent's Annual Attendance Report (SAAR) provides year-end attendance information used to calculate the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home and hospital ADA and adjusted average daily attendance (AADA).

Focus Area

The SAAR includes the following information for the entire school year's aggregate days attendance and absence:

- ◦ race and gender count
- ◦ adjustments for less than full-time attendance (Partial Day)
- ◦ nonresident/non-contract
- ◦ overage and underage
- ◦ virtual/performance based proficient
- ◦ eligible suspensions and eligible expulsions
- ◦ up to 10 (ten) low attendance days due to weather
- ◦ five (5) lowest attendance days.

All information is reported by school, grade level, and by transportation code.

Due Date

The SAAR is due to KDE by June 30. It is strongly encouraged that districts submit and verify their reports as soon as possible.

Adjusted AADA

Adjusted Average Daily Attendance

The AADA calculation no longer divides grade 00 in half. Once the numbers are sent for SEEK calculating, grade 00 will be adjusted at that point.

Kindergarten Retention

If a student is retained in Kindergarten with a 00 for the first year and a 00 for the second year, grade 00 will be adjusted for the second year also.

Record 7 – Aggregate Days Attendance and Absence

State Enrollment Overlap (*Student Information>Reports> State Enrollment Overlap*)

Enrollment overlaps occur when the begin/end dates of one primary enrollment overlap with that of a second primary enrollment record for the same student. **KDE will <u>not</u> process a district SAAR until after all overlaps of more than one day are corrected.**

Review Step: The State Enrollment Overlap report will identify these overlapping records, which should be corrected. *One day overlaps are allowed and should remain within Infinite Campus with the exception of a one day overlap within the same district. Be very careful which enrollment record you end date as attendance and grades are tied to enrollment.*

Record 7 – Aggregate Days Attendance and Absence

Student Schedule Gaps (*KY State Reporting>Edit Reports>Schedule Gap Report*)

This tool is used to locate student schedule gaps. The report shows any days the student has schedule gaps from the enrollment begin date to the withdrawal date (if applicable).

Review Step: Correct any schedule gaps for any dates shown on this report. Perform this for any withdrawn students as well, since they do affect the attendance reports.

Record 7 – Aggregate Days Attendance and Absence

Audit Overlapping T Codes (*Ad Hoc Reporting>Filter Designer>State Published*)

Students with overlapping transportation codes need to be corrected. Run this query for each school.

Note: If the Year is set to the current school year, then the search function for this ad hoc will only find students active within the current year with a T-code overlap. The overlap could be within any school year.

Review Step: Correct any overlapping transportation records.

Record 7 – Aggregate Days Attendance and Absence

Audit Missing T Codes (*Ad Hoc Reporting>Filter Designer>*
State Published)

All students should have a T code associated with their school enrollment record. Run the Missing T Code filter for each school.

Review Step: Assign a transportation code and enter a date segment for students. Transportation segments are school specific. An enrollment record at each school should have a transportation record associated with it.

Record 7 – Aggregate Days Attendance and Absence

Close Gaps in Period Schedules (*System Administration> Calendar> Calendar> Periods Tab*)

Review Step: Ensure no time gap from period end to period start. Include passing time, lunch time and recess within periods

State Attendance Groups

Audit Partial Day (*Ad Hoc Reporting>Filter Designer>State Published*)

This ad hoc can be used to identify students with a partial day attendance group.

Review Step: Ensure that the setup is correct for partial day students.

State Attendance Groups

Verify start date, start time and end time match the student's IEP (as applicable). Further information on partial day setup is available through the Attendance Group (KY).pdf document that can be downloaded from Campus Community with Infinite Campus (user ID and password required).

State Attendance Groups

Missing Enrollment End Status Report (*KY State Reporting>Edit Reports>Missing Enrollment End Status Report*)

This report identifies students who have an enrollment with an end date but no associated end status.

Record 9 – Out of District/Resident Students and Non-Contract Students

Out of District/Resident Students and Non-Contract Students

This report identifies students who are non-resident and have a non-contract agreement:

Ad Hoc Reporting>Filter Designer>State Published >student Audit Nonresident Non-Contract

Review Step: Verify that non-resident students have a contract on file.

Note: The 'Resident District' value should be maintained by the district to indicate the resident district of any student who does not reside in the district.

Record 9 – Over Age/Under Age Students

Over Age/Under Age (*KY State Reporting>Edit Reports> Over Age/Under Age Report*)

This report identifies underage/overage students for further review

- Run this report for "All Schools, All Calendars.

Note: Over age students will not qualify for funding on the SAAR on or after their 21st birthday.

Record 9 – Over Age/Under Age Students

Under Age

There are two categories for Under Age students:
- A Grade 00 student is considered "Under Age" for the entire year if their 5th birthday occurs after October 1st of the reporting year.
- A Grade 01 student is considered "Under Age" for the entire year if their 6th birthday occurs after October 1st of the reporting year.

An under age student will not receive funding for the entire year unless they qualify for a waiver and the waiver checkbox is marked on the enrollment tab. This is indicated on the waiver checkbox on the Enrollment tab under State Reporting Fields. The student under age report can be used to verify that students are correctly marked for the waiver.

Suspension Attendance Linkage

Suspension Attendance Linkage (*KY State Reporting>Edit Reports>Suspension Attendance Linkage*)

- This report identifies those students who were suspended and have invalid data because the attendance data was not entered properly to match a behavior resolution, or the behavior resolution doesn't match attendance data for a state coded suspension.

- The state suspension code **SSP3** – Out of School Suspension – requires the proper associated state attendance code of S – Suspension matches exactly the date / time of the resolution. There is also the possibility that a user could input the Suspension attendance entry date without having the associated behavior resolution.

Expulsion

Expulsion Attendance Report (*KY State Reporting>Edit Reports>Expulsion Attendance Report*)

This report identifies students who were expelled with state code **SSP2** and have invalid data due to the attendance data not being entered properly to match the start date and/or end date/time for the behavior resolution.

The state Expulsion code **SSP2** for *Expulsion Not Receiving Services* requires that a student have a standard attendance event for Absent / Unexcused that matches exactly the start and end date at the time of resolution.

State Attendance Groups

Audit Home and Hospital (*Ad Hoc Reporting>Filter Designer>State Published*)

This report identifies students in any of the attendance groups

In the example, this query will return any Home and Hospital (HH) students of attendance group = HH.

▸ *Review Step*: Ensure the attendance is marked properly for the HH students.
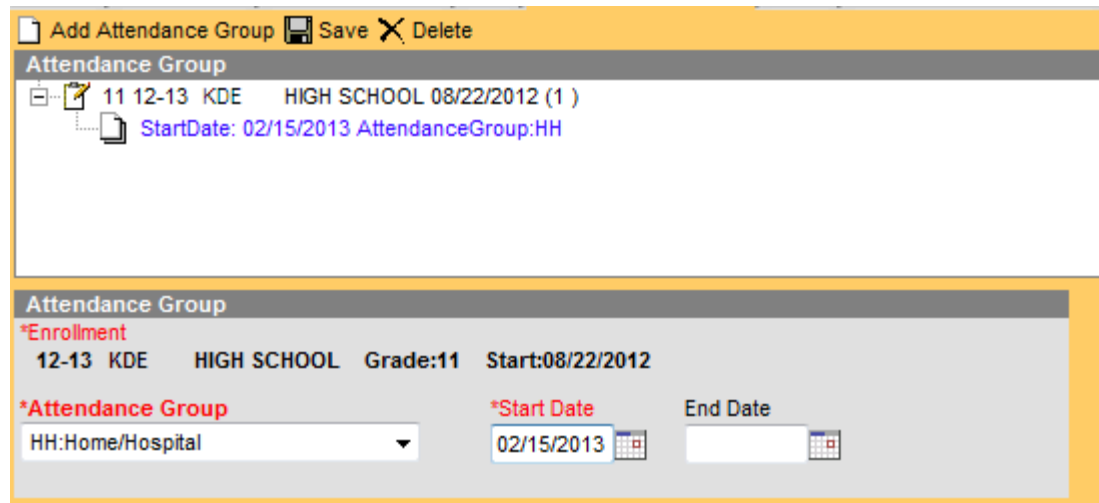
State Attendance Groups

Audit Home and Hospital

▸ Use the IC Attendance Wizard to mark the student's attendance as HH from the initial date of entry into the HH program until the end of the school year. (This prevents teachers from taking attendance for a student who is in the HH attendance group).

▸ When the student returns to school, remove the HH attendance code using the Attendance Wizard. The student's HH attendance group record should be end dated upon the student's return to the regular school program via the Attendance Group tab.

State Attendance Groups

Home and Hospital

Any student eligible for HH must be put in the HH attendance group to receive full funding through the SEEK.

Note: Districts with a separate HH only school (*i.e.,* 998, 999 schools) must enroll every student in the HH attendance group.

State Attendance Groups

Home and Hospital – Example Ad hoc report:

SSID	Last Name	First Name	Attendance Group	Start Date	End Date
2070	GOFF	JOHN	HH	11/14/2008	12/12/2008

Review Step: A qualifying student's attendance is marked as HH from the start date to the end date of their participation in the HH program. Several common errors are shown in the following examples:

Note 1 Example: The student John Goff has HH marked for attendance <u>before</u> the HH start date of 11/14/2008.

Note 2 Example: The student has an end date marked as Absent < Unexcused on 12/12/2008. The correct attendance event should be HH.

Note 3 Example: HH students must be served a minimum of two one-hour sessions per five (5) consecutive instructional days. Student attendance for one missed HH session during the five (5) days must be recorded as an absence of 2.5 instructional days.

Unknown   Excused   Unexcused   Exempt

Date	Period							ACTIVITY
	H	1	2	3	4	5	6	7	
12/12/2008 Fri L2	F	F	F	F	F	F	F	
12/11/2008 Thu L2	HH	HH	HH	HH	HH	HH	HH	
12/10/2008 Wed L2	HH	HH	HH	HH	HH	HH	HH	
12/09/2008 Tue L2	HH	HH	HH	HH	HH	HH	HH	
12/08/2008 Mon L2	HH	HH	HH	HH	HH	HH	HH	
12/05/2008 Fri L2	HH	HH	HH	HH	HH	HH	HH	
12/04/2008 Thu L2	HH	HH	HH	HH	HH	HH	HH	
12/03/2008 Wed L2	HH	HH	HH	HH	HH	HH	HH	
12/02/2008 Tue L2	HH	HH	HH	HH	HH	HH	HH	
12/01/2008 Mon L2	HH	HH	HH	HH	HH	HH	HH	
11/25/2008 Tue L2	HH	HH	HH	HH	HH	HH	HH	
11/24/2008 Mon L2	HH	HH	HH	HH	HH	HH	HH	
11/21/2008 Fri L2	E	E	E	E				
11/20/2008 Thu L2	E	E	E	E	E	E	E	
11/19/2008 Wed L2	E	E	E	E	E	E	E	
11/18/2008 Tue L2	HH	HH	HH	HH	HH	HH	HH	
11/17/2008 Mon L2	HH	HH	HH	HH	HH	HH	HH	
11/14/2008 Fri L2	HH	HH	HH	HH	HH	HH	HH	
11/13/2008 Thu L2	HH	HH	HH	HH	HH	HH	HH	

Calendar Set-up

Calendar Setup (*System Administration > Calendar > Calendar*)

▸ If the School Day minutes appear to be calculating incorrectly, re-key the period schedule and then select the **Save Period Schedules** icon.

Kindergarten Attendance

Kindergarten (System Administration> Calendar>Calendar> Grade Levels)

Districts may have full or half-day Kindergarten classes or a combination of both. The state of Kentucky provides funding for 50% (half) of Kindergarten ADA even if a school district chooses full day of Kindergarten. This funding adjustment is made after submission of the SAAR to KDE.

The appropriate Kindergarten code is selected from the Kindergarten Code dropdown menu:
- ◦ BDK: Full and Half Day Kindergarten
- ◦ FDK: Full Day Kindergarten
- ◦ HDK: Half Day Kindergarten

Kindergarten Attendance

SAAR IC PDF Calculation

Calculation of SAAR AADA from IC PDF Report:

Base Aggregate Days Present (R7) + Adjustment Aggregate Days Present (R7) + Last Year's SAAR AADA * Number of Weather Days selected – Low attendance Weather (RW) – Aggregate Days Present (R9) – Aggregate Low Attendance Days Present (RL) divided by Number of Days Taught minus 5.

SAAR IC PDF Calculation

- *Record 1* = Calendar
- *Record 2* = Enrollment/Reenrollment
- *Record 3* = Withdrawals
- *Record 5* = Ethnic Count (R2 – R3 = R5)
- *Record 7* = Aggregate Attendance: 'Base Aggregate Days Present' Total Adjustment Aggregate Days Present' Total = RV, RS, RX (additions to the base)
  RV= Proficient attendance for virtual or performance based courses
  RS= Eligible suspensions (a district may receive up to 10 days for a child who has been suspended)
  RX= Eligible expulsions up to 175 days
- *Record 9* = Noncontract Over/Under Attendance: 'Non Contract Aggregate Days Present' is the amount of attendance for a student who was overage or underage that will be deducted from base (subtraction from the base).

SAAR IC PDF Calculation

▸ *Record H* = Home/Hospital: Already included in base attendance (R7). RH record comes to KDE for the Home and Hospital ADA calculation. This is a funded separately.

▸ *Record L* = Five Low Attendance Days: 'Aggregate Low Attendance Days Present Total' (subtraction from base). Record L equals the aggregate days attendance for the five (5) lowest attendance days district-wide, when all schools are in session. This information reduces the total aggregate days of attendance and the number of days taught prior to the calculation of average daily attendance (ADA).

▸ *Record W* = Ten Low Weather Attendance Days: 'Aggregate Low Weather Attendance Days Present' (addition to the base). The SAAR report reflects Full AADA with the no adjustment made for kindergarten. The aggregate day's attendance for both kindergarten and P-12 for each of selected number of low weather attendance a days will be replace by last year's kindergarten and P-12 AADA.

Quality Review and Assurance

Ethnicity Count
- Records 2 minus Record 3 = Record 5
- SAAR Record 2 (Enrollment + Reenrollment)
- SAAR Record 3 (Withdrawals)
- SAAR Record 5 (Ethnicity Count)

- *Formula: Entries + Re-entries – Withdrawals = Ethnicity Count*

Review step: Run Records 2 and 3 of SAAR (PDF, All Calendars, Leave Date Range Blank)

Quality Review and Assurance

Enrolled Days vs. Scheduled Days

There are several scenarios when students *enrolled* days do not match their *scheduled* days. These include:

◦ Partial Day (Not fully funded)
◦ Virtual or Performance Based (School districts with Virtual and Performance based students do not receive attendance credit until a final grade of 'P' or 'Pass' is entered.)
◦ Early Release Days: scheduled minutes will be less than student day minutes.
◦ Schedule Gaps
◦ Students without a full schedule (e.g., fifth year senior)

Quality Review and Assurance

- Truancy
  - The ADA/ADM 'Truancy mode' should equal 'Funding mode' for students who have a full schedule. Students without a full schedule are funded for the part of the day that they are scheduled.

- PDF AADA Report
  - Use the SAAR AADA 2014 Calculator.xls spreadsheet.

SAAR Detail Reports

- Several SAAR reports have detail reports that provide additional information. The reports use the same selection criteria, attendance calculation and business logic as the primary records, but provide additional information at the student level to aid in troubleshooting and analysis. The detail reports provide school-level listings of individual students who appear on the corresponding SAAR records.

- Detail reports can be run by selecting the "Detail" option in the extract editor for any of the following records: RV, RS, RX, R9 and RH. (For detail-level information on R7, refer to the ADA/ADM Detail report.)

- Detail reports respond in the same manner as their primary records of SAAR for all extract editor features: ad hoc, grade, calendar select, school month selection, and date range.

SAAR Detail Reports

SAAR Detail Reports

▸ **R9 Over Age/Under Age Detail**
Students appear on the R9 detail report when they meet the criteria for the Over Age/Under Age sections of Record 9 (Non-Contract Over/Under Attendance).

▸ **R9 Non contract Detail**
Students appear on the R9 Non Contract detail report when they meet the criteria for the Non Contract sections of Record 9 (Non-Contract Over/Under Attendance).

▸ **RH Detail**
Students appear on the RH detail report when they meet the criteria for Record H (Home-Hospital Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record H.

SAAR Detail Reports

▸ **RV Detail**
Students appear on the RV Detail report when they meet the criteria for Record V (Virtual/Performance). The detail report provides a list of students who are proficient.

▸ **RS Detail**
Students appear on the RS Detail report when they meet the criteria for Record S (Suspension Aggregate Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record S.

▸ **RX Detail**
Students appear on the RX Detail report when they meet the criteria for Record X (Expulsion Aggregate Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record X.

District Daily Attendance Report

The District Daily Attendance Report should be used to determine low attendance weather days. (*KY State Reporting > SAAR Report > District Daily Attendance*)

Example: Previous Year AADA = **1845.705**

Date		Present	Absent	Total	%	Type
12/07/2010 L	Tu	1,277.50	79.50	1,357.00	5.9%	P
12/17/2010 S L	F	1,702.00	271.00	1,973.00	13.7%	R
02/03/2011 L	Th	1,751.50	211.50	1,963.00	10.8%	
02/07/2011 S L	M	1,770.00	194.00	1,964.00	9.9%	R
02/04/2011 L	F	1,780.00	183.00	1,963.00	9.3%	
01/14/2011 S	F	1,792.50	172.50	1,965.00	8.8%	R
01/10/2011 W	M	1,800.50	166.50	1,967.00	8.5%	L
02/02/2011 W	W	1,824.00	140.00	1,964.00	7.1%	L
01/31/2011	M	1,828.50	136.50	1,965.00	6.9%	
11/01/2010	M	1,833.50	143.50	1,977.00	7.3%	
12/09/2010	Th	1,833.98	147.50	1,981.48	7.4%	
01/19/2011	W	1,834.00	131.00	1,965.00	6.7%	
02/01/2011	Tu	1,834.50	130.50	1,965.00	6.6%	
11/23/2010 W	Tu	1,837.00	147.00	1,984.00	7.4%	L
11/16/2010	Tu	1,839.00	137.00	1,976.00	6.9%	
02/15/2011	Tu	1,844.50	127.50	1,972.00	6.5%	
12/10/2010	F	1,845.00	135.00	1,980.00	6.8%	
01/24/2011	M	1,845.50	118.50	1,964.00	6.0%	
01/28/2011	F	1,846.50	124.50	1,971.00	6.3%	
12/06/2010	M	1,846.98	134.50	1,981.48	6.8%	
01/25/2011	Tu	1,850.50	113.50	1,964.00	5.8%	
11/15/2010	M	1,853.00	123.00	1,976.00	6.2%	
02/18/2011	F	1,855.50	118.50	1,974.00	6.0%	
02/16/2011	W	1,856.50	118.50	1,975.00	6.0%	

S Shorten Day   L 5 Low Attendance Day   W Low Weather Day

After the five (5) lowest attendance days are deducted, a district may request an adjustment for up to ten (10) additional days when district attendance was low due to weather-related conditions *if all schools were in session*. The district average daily attendance on these dates must be lower than the prior year average daily attendance ADA for the adjustment to be approved.

If the district's request is approved, the aggregate attendance for each day is deducted and replaced with prior year average daily attendance (ADA), prior to calculating the district's ADA. A district must keep documentation in the central office supporting the weather-related conditions that impacted attendance.

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District Daily Attendance Report

The records below will not be available when the 'state format fixed width' (text file) is run. The records will be populated on **R7** under the column '**Adjusted Aggregate Days**'. All are additions to the base.

- *Record V* = Virtual: Virtual Proficient Aggregate Attendance Days' attendance for students who receive a proficient (pass) grade are populated on this record.
- *Record S* = Suspended: Eligible (10 day) Out of School Suspension Aggregate Absent Days (SSP3) attendance for students who have been suspended appear on this record (up10 days per student).
- *Record X* = Expulsion: 'District Eligible Expelled Aggregate Absent Days (SSP1 + SSP2) attendance for students who have been expelled appear on this record, up to 175 of eligible expulsion per student

Creating the SAAR State Format Fixed Width

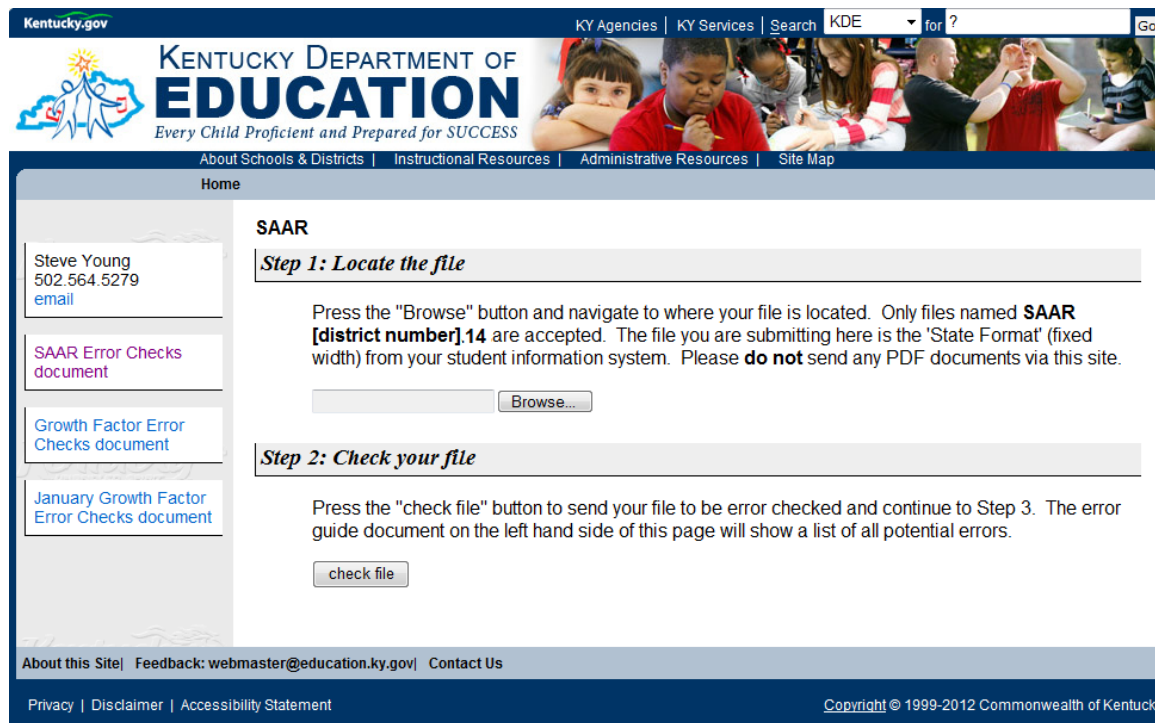# Creating the SAAR State Format Fixed Width

Steps:
1. Extract Format should be set to State Format (Fixed width)
2. Select Date Range and leave the date range blank
3. Report Types should be marked as All Reports
4. Enter in last year's Full SAAR AADA (relative for low attendance weather days)
5. Select Calendars should be marked as All Calendars
6. Generate Report
7. File name should be saved as SAARXXX.YY (XXX = District Number, YY= School Year) Example: SAAR011.14
8. Submit file to KDE.

The same process as listed above should also be completed to generate the SAAR PDF for verification purposes. The SAAR PDF should be generated immediately following the SAAR State Format report. If the SAAR PDF is completed at a later time, the information on the two reports may not match. Select the *Extract Format as PDF* with no other changes and generate the reports. Save these reports in the event they are needed for comparison purposes.

Submission of the SAAR to KDE

Each district's SAAR State Format file is submitted via a Website link on the KDE Web site at: http://odss.education.ky.gov/saar/

Submission of the SAAR to KDE

The file is submitted and goes through the error check process.
Any errors found are listed on the page.

Step 3: Review any errors

Below you will find any errors in your file. If there are errors, please correct them in your file and start over at Step 1. Steps 1 – 3 can be completed as many times as necessary. If no errors are present please continue to Step 4. If you complete step 4 your file will be locked and no new submissions can be made until KDE unlocks the file. If you need to resubmit, please email the KDE Attendance Mailbox. If you need assistance with an error please contact steve.young@education.ky.gov.

Errors must be corrected before the submission process is complete. (School district personnel may consult with the KDE SAAR contact person for questions regarding errors.)

Submission of the SAAR to KDE

Once errors are corrected the submission process is completed via the KDE Web site.

Submission of the SAAR to KDE

Thank you for your submission. KDE has been notified to review your data.

Step 5: Summary Reports

The submitted report will be reviewed and analyzed. KDE will generate your SAAR Summary Report and email your district a copy.

Step 6: Verification

Once you receive the SAAR Summary please review the contents carefully. If the summary report is satisfactory, **please reply via email KDE with an official statement of verification**. The SAAR will not be considered complete until KDE receives an official statement of verification.

Once your file is submitted it is reviewed at KDE. Your district will be contacted if KDE finds any discrepancies. KDE will send the SAAR Summary back to you for verification. Once all districts have sent KDE an official email message verifying their SAAR the process is complete.

Submission of the SAAR to KDE

Error Guide

A SAAR Error Check document is available from the KDE SAAR file submission Web site.

http://odss.education.ky.gov/saar/

Common errors are listed on the slides that follow.

Submission of the SAAR to KDE – Common Error Codes

- Record 1 Error codes:
  - ("Calendar opening day is not equal to 1")
  - ("Calendar closing day is not equal to 1")
  - ("Calendar beginning date cannot be blank")
  - ("Calendar ending date cannot be blank")
  - ("Calendar holidays greater than 4")
  - ("Calendar disaster days greater than 0") – Use of disaster days must be approved.
  - ("Calendar total days less than 185")
  - ("Sum of calendar days not equal to total days")

- Record 2 Error codes:
  - ("Entries + Re-entries – Withdrawals not equal to total of Males and Females in Record 5)

- Record 3 Error codes:
  - ("W17 count that is not Grade EL (00)")

- Record 7 Error codes:
  - ("No matching Record 2 (enrollment) for this Record 7 (attendance/absence)")
  - ("No matching Record 1 (calendar) for this Record 7 (attendance/absence)")
  - ("FD, BD, or HD used for grade that is not EL (00)")

Submission of the SAAR to KDE – Common Error Codes

- **Record 9 Error codes:**
  - ("Non-contract student count entered without attendance")
  - ("Non-contract attendance entered without student count")
  - ("Over/underage student count entered without attendance")
  - ("Over/underage attendance entered without student count")

- **Record L Error codes:**
  - ("Number of low attendance days not equal to 5")

- **Record W Error codes:**
  - ("Number of weather related low days greater than 10")

- **Record H Error codes:**
  - ("Home Hospital attendance entered without student count")
  - ("Home Hospital student count entered without attendance")
  - ("Home Hospital days taught greater than days taught on Record 1")

KDE Contact Information

KDE is available for questions during the SAAR submission process. Please contact Steve Young at 502-564-5279 or via email at steve.young@education.ky.gov for information and assistance.